

TAB

SECRET

10. THAT CABLE HANDLING PROCEDURES BE CHANGED AS FOLLOWS:

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a. That a copy of Cable Receipt (Form #253) be retained by [redacted] Office as a log in lieu of relisting cable numbers on Cable Information Log (Form #763). The revised form #253, which will be ready for use within a month, designates the blue copy of the receipt as the customer's copy. Since relisting a cable number is not done in numerical order but in the same order as on the receipt form, the copy of the receipt form should be adequate and thus eliminate this operation of relisting.

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b. That cable files maintained in [redacted] Office be added to the Records Control Schedule prepared for GDCI. This will permit the bi-monthly destruction of the cable files without listing or checking individual documents (except Top Secret). The Office of Security has approved the blue destruction of files without listing individual documents provided that a record of material destroyed is maintained which identifies the material with an item on the Records Control Schedule. This destruction can best be done by the Records Officer of GDCI.

c. That the cable files be maintained as follows: one copy filed by post or station; one copy filed by last 3 digits of cable number. This will provide a 3-way access to the files as the Cable Receipt would furnish access by date of receipt.

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